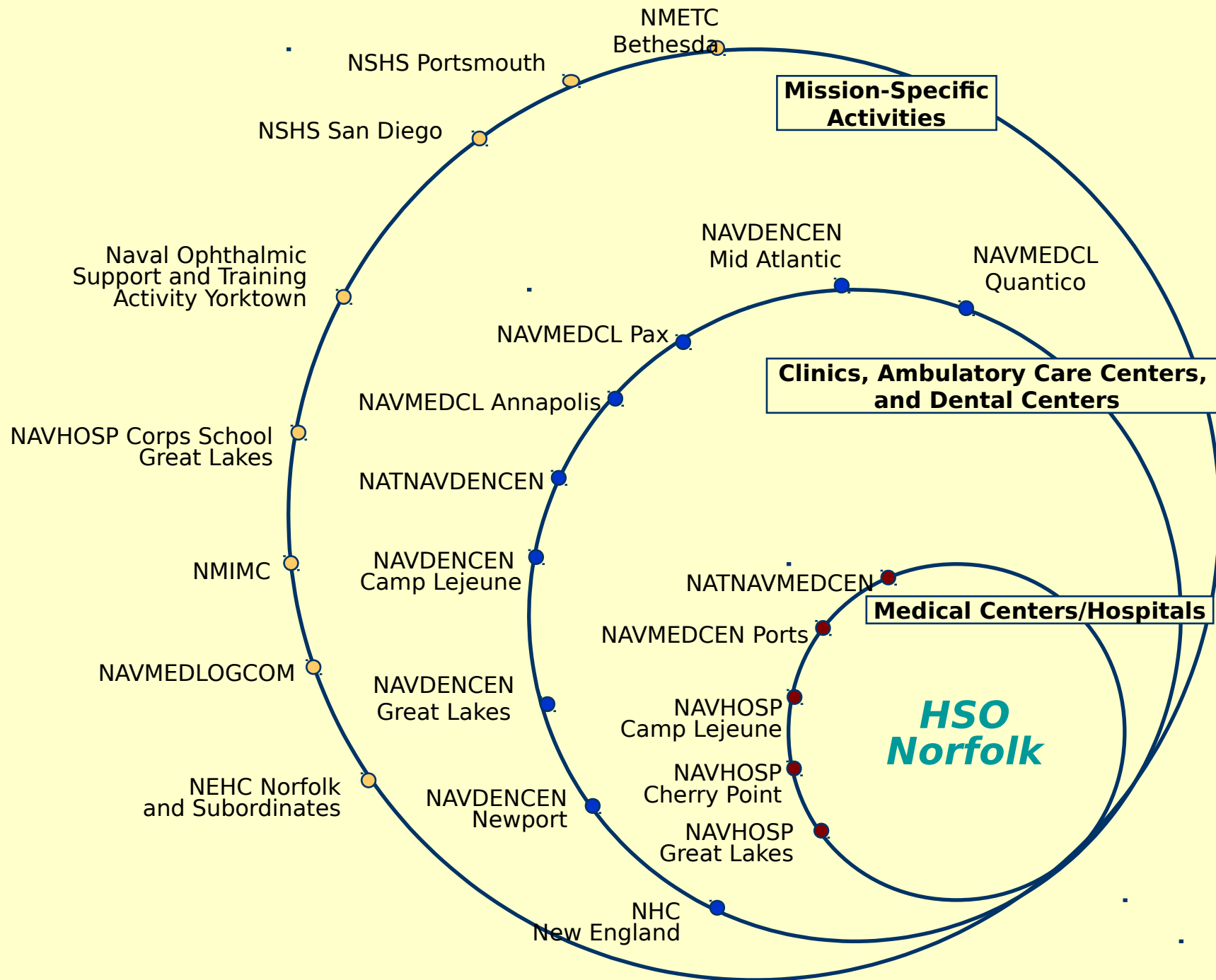


Naval Healthcare Support Office Norfolk



AOR



OVERVIEW

Financial Management Directorate



Manpower Requirements
Determination (REDE) Team



Manpower/POMI
Directorate



Healthcare Operations
Directorate



Facilities
Directorate



Administrative Support
Directorate



Manpower/POMI Directorate



HSO Norfolk
Detachments





FINANCIAL MANAGEMENT DIRECTORATE

**Ms. Kimberly
Galbreath
Comptroller**
LCDR David L.
Bailey
Deputy
Comptroller

Budget

Debra Blanks
Lead, Budget
Analyst
Ms. K. Abdullah
Budget Analyst

**Ms. R. M.
Daughtrey**
Budget Analyst

Phyllis Houston
Budget Analyst

Ms. C. V. Shands
Budget Analyst

Support Operations

Cathy Blythe
Management Analyst
MOU's, ISA's, MCR, CA

Accounting/U BO

Worley
Financial
Systems
Accountant

Ms. Deborah Burdette
Accounting Technician

Pat Marshall
UBO Manager



FINANCIAL MANAGEMENT

GOALS and OBJECTIVES

- **Maximize financial resources in the AOR.**
- **Ensure financial integrity and accuracy in official accounting systems.**
- **Assist and troubleshoot financial systems problems within the AOR.**
- **Provide assistance to activities to achieve UBO objectives, meet regulatory requirements and maximize program reimbursement to include Inter-Agency Billing, Third Party and Medical Affirmative Claims Reimbursement.**
- **Assess training requirements for AOR activities, establish training program and provide maximum amount of professional training.**
- **Provide guidance on all reporting requirements.**
- **Provide Business Plan Training to MTF's & DTF's.**



FINANCIAL MANAGEMENT

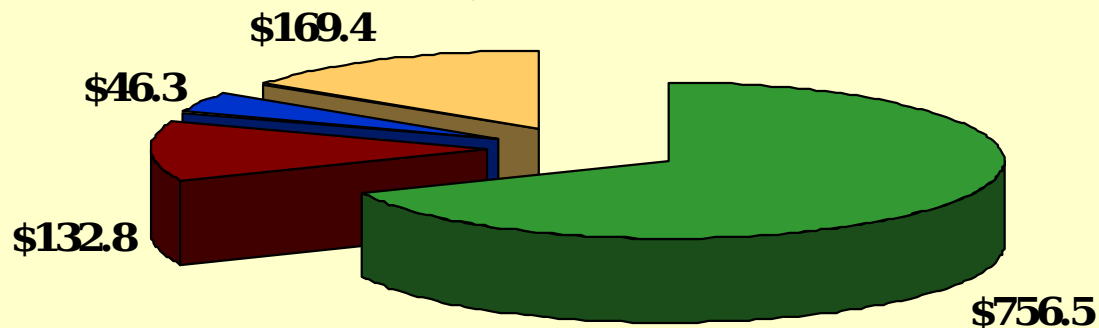
GOALS and OBJECTIVES

New Initiatives

- **Provide UBO Training.**
- **Provide Business Plan Training.**
- **Assist Activities in updating Activity Manpower Documents.**
- **Provide technical assistance to resolve manpower system problems.**
- **Review Support Agreements.**
- **Coordinate CA Studies.**
- **Conduct Assist Visits as requested/required.**
- **Monitor the Management Control Program.**
- **Liaison for establishing the Next Generation Contracts.**
- **Assist the MED-IG team as requested.**

FINANCIAL MANAGEMENT

HSO NORFOLK'S AOR FY 04 O & M, DHP APF (\$1,105M)



- Naval Medical Centers/Hospitals
- Naval Ambulatory Care/Medical Clinics
- Naval Dental Centers
- Mission-Specific Activities



FINANCIAL MANAGEMENT

TRAINING

Type	Dates	#Students
FASTDATA (Funds Administrator)	Apr 04	
FASTDATA (Site)	Apr 04	
SMART (Basic) (Summarized Medical Analysis Resource Tool)	Mar 04	10
SMART (Intermediate) (Summarized Medical Analysis Resource Tool)	Mar 04	10
Business Planning (3rd Session to the AOR)	Mar 04	15

BUMED MANPOWER REQUIREMENTS DETERMINATION (REDE) TEAM

Mr. A. S. Ward
Director/Department Head

Ms. E. F. Loyola
Chief, Operations

Ms Deloris Harper
Ms Letitia Johnson
Mr Charlie Rock
Ms Barbara Sullivan
Ms Gerri Creech
Ms Barbara Moseler

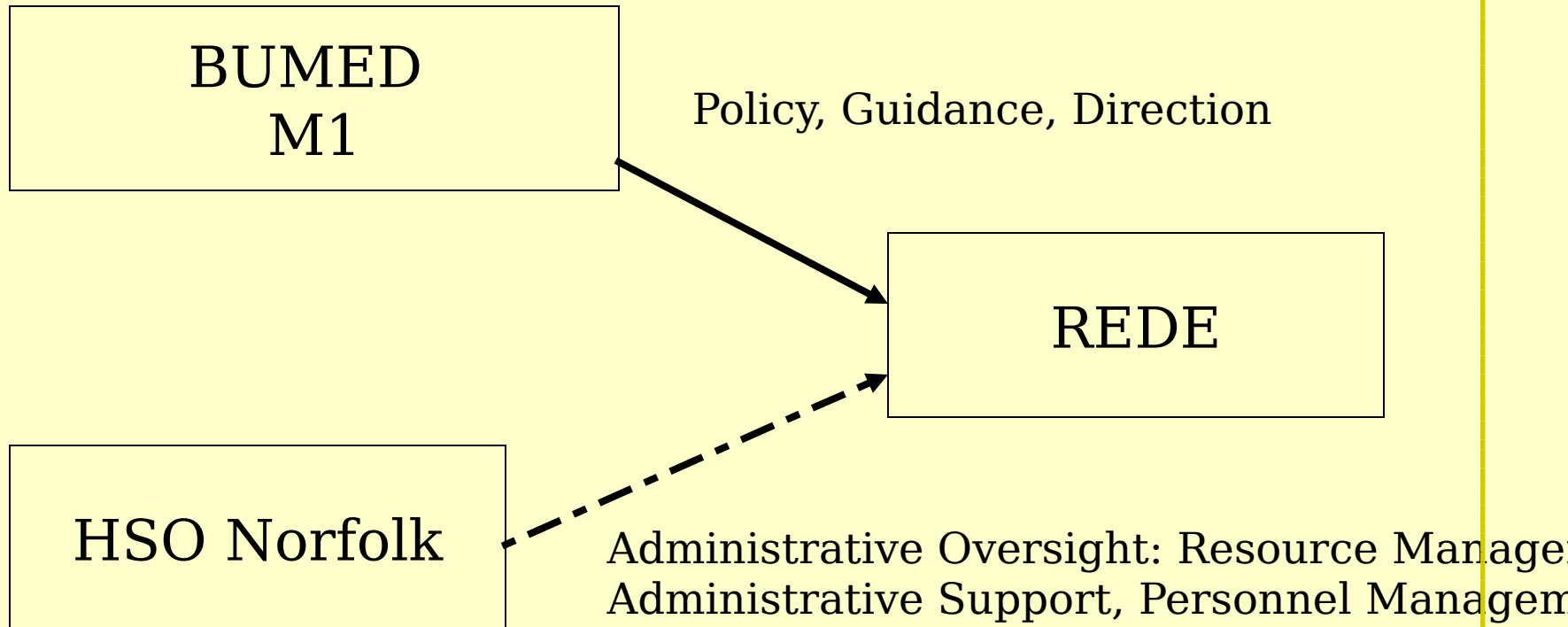


Mr. P.D. Cherry
Chief, Analysis

HCMC Christine Lachman
Ms Valerie Cosnotti
Ms Denise Harris
Mr Emilio Espiritu
Ms Shari Keller
Ms Jocelyn Sadler
Mr David Page

MANPOWER STARTS HERE

BUMED MANPOWER REQUIREMENTS DETERMINATION (REDE) TEAM



Administratively assigned to HSO, Norfolk
Area of Responsibility is the entire Claimancy



BUMED MANPOWER REQUIREMENTS DETERMINATION (REDE) TEAM

PURPOSE

- Provide technical guidance, training, consulting services and assistance on the manpower requirements determination process to Medical and Dental Treatment Facilities (MTFs/DTFs) and other Claimancy 18 supported activities to include
 - Quality review and validation of activity manpower requirements study results.
 - Formal/informal work measurement/methods improvement training, technical support and guidance, and on-site assistance to all activities.
- Analyze and review manpower requirements changes for submission into the Total Force Manpower Management System (TFMMS).



BUMED MANPOWER REQUIREMENTS DETERMINATION (REDE) TEAM

Operations

AMD Reviews
SMR Maintenance
Assist Visits
CA Mgt Studies
BCA Support
THCSRR/Mob Req Det
Training
Processes/Procedures

Activity Focused

Analysis

Data
Quality/Database Mgt
TFMMS/TMMCA
ERDMS
Staffing Standards
Modeling
CA Inventory
Optimization
Training Modules
Specialty Leaders

Functionally Focused



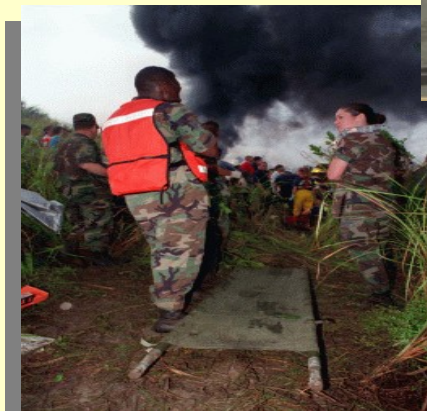
BUMED MANPOWER REQUIREMENTS DETERMINATION (REDE) TEAM

FY 04 Goals

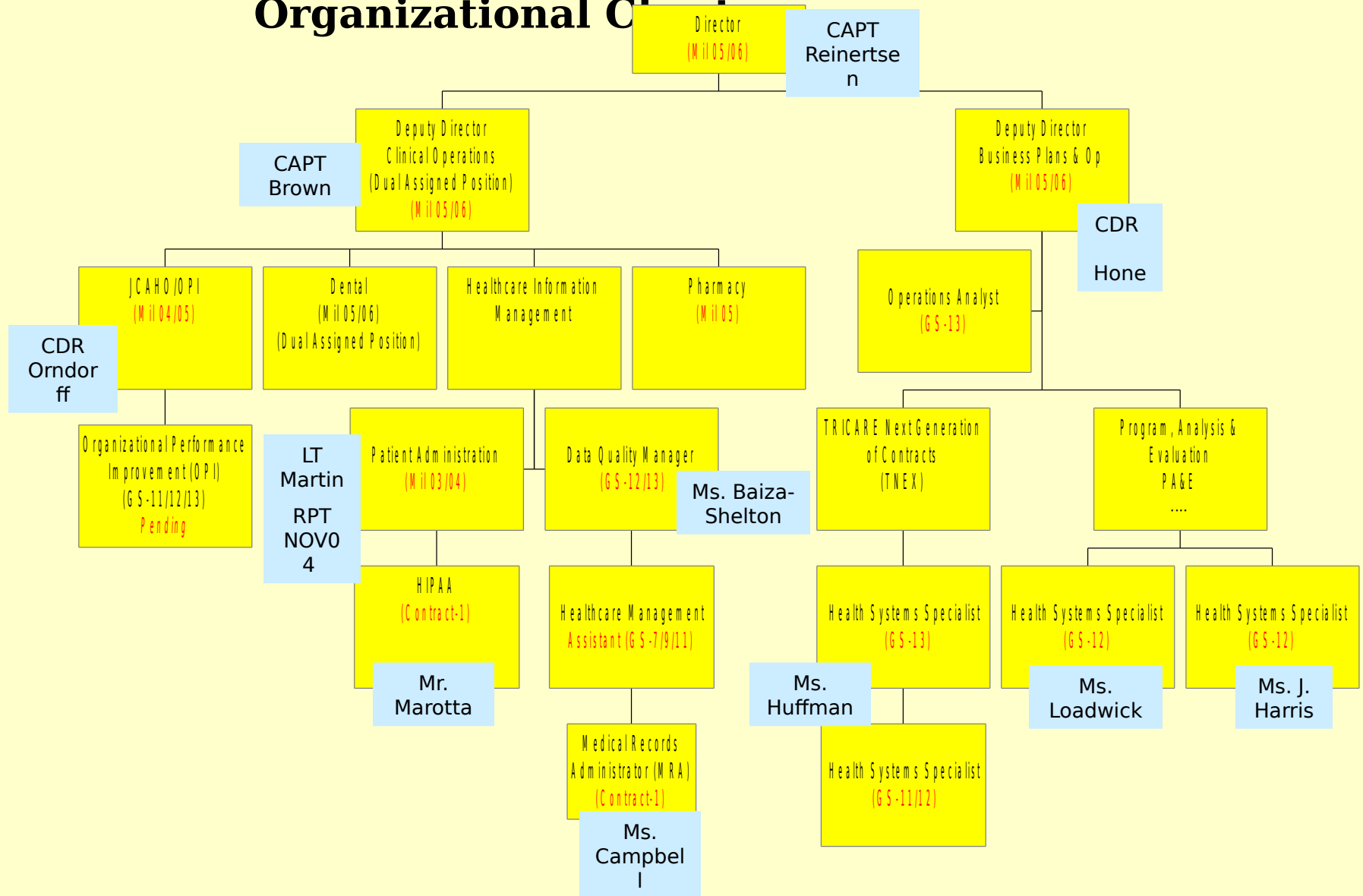
- **Assist activities in updating Statements of Manpower Requirements**
 - Reduction in V-coded billets
 - Reduction of billets assigned to administrative areas
- **2 staffing standards reworked**
- **Write and gain approval on an instruction for manpower management in BUMED**
- **Work with M1 staff and NMIMC to develop an automated manpower requirements toolbox**
- **Conduct quarterly training in Shore Manpower Requirements Determination**

HEALTHCARE OPERATIONS

CAPT L. M. Reinertsen, NC, USN
Director



Healthcare Operations Organizational Chart



Healthcare Operations

Operational Diagram

*How we really
work- "together
and in conjunction
with"*

REDE DEPT

RESOURCES

PA&E

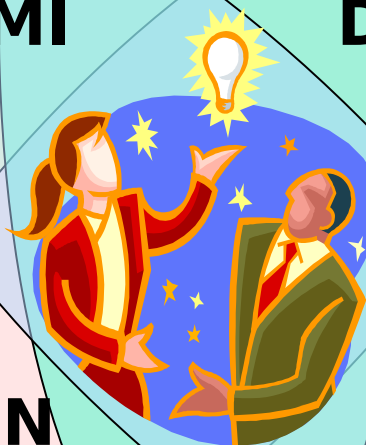
POMI

DENTAL

**CLIN
OPS**

**BUS
OPS**

FACILITIES





HEALTHCARE OPERATIONS

WORKING ISSUES / PROJECTS/ EVERYDAY BUSINESS

- ☐ **BUMED Business Planning & Monitoring**
- ☐ **CRIC** Clinical Resource Integration
- ☐ **HIPAA** Council
- ☐ **TRICARE Next Generation Contracts**
- ☐ **BCA Review**
- ☐ **MTF Quarterly Reviews to Monthly Key Indicator Review**
- ☐ **TRICARE Data Analysis (M2)**
- ☐ **PA&E On-Site Assist Visits**
- ☐ **DHP Performance Metrics**
- ☐ **DENTAL MMSO Expense Tracking**
- ☐ **Focused Assistance on Patient Safety**



HEALTHCARE OPERATIONS

GOALS

Improve Data Quality

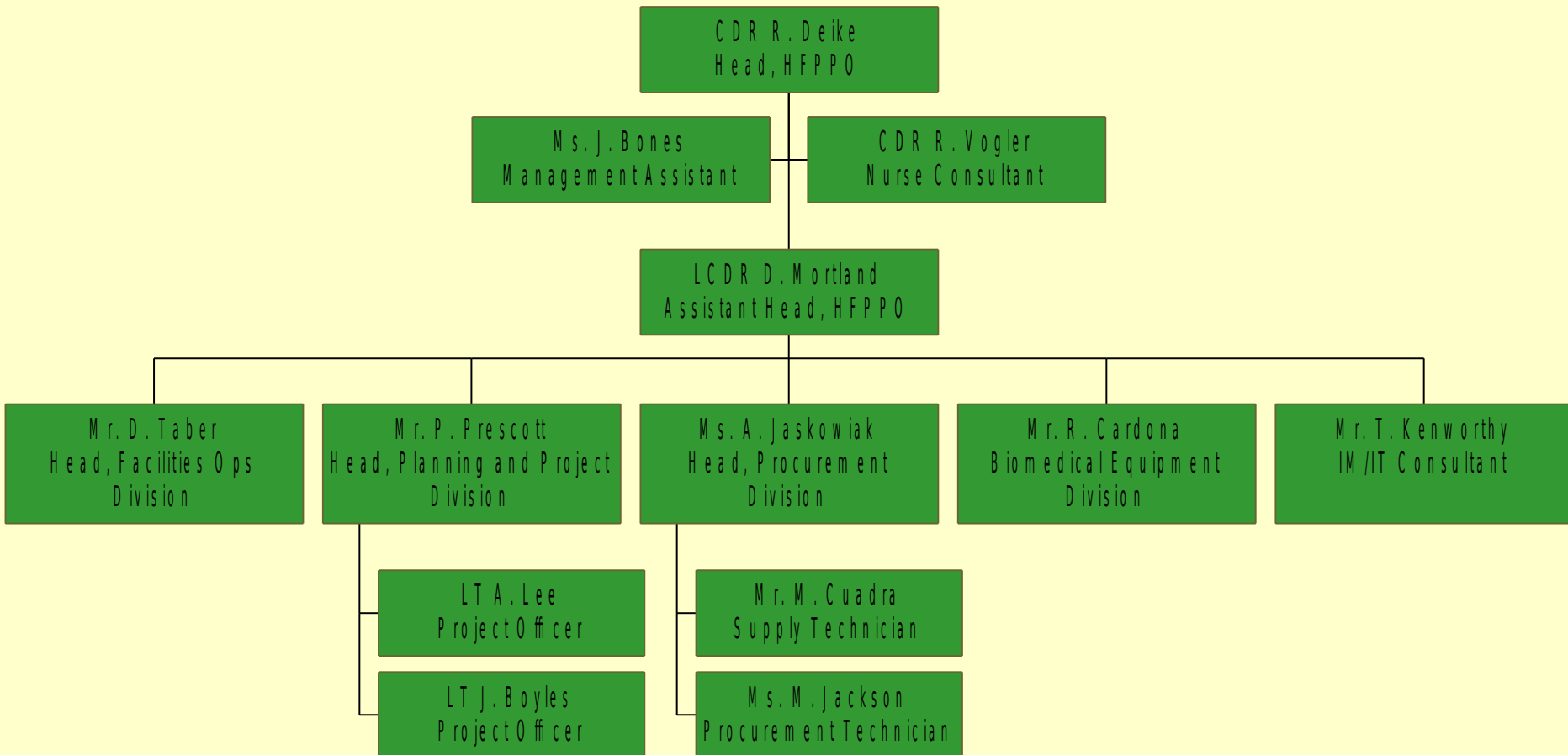
- **Align with BUMED A&E M81, Integrate Coding Function, Educate & Monitor Business Planning**
- **Move focus from production (visits and admissions) to complex systems that look at manpower, FTEs, Financial and weighted workload data. Relative Value Units RVU (outpatient) and Relative Weighted Products RWP (inpatient) are the measures of productivity.**

Integrate

- **Integration of the BUMED Business Planning Tool (BBPT)**
- **Participate in the development, training and monitoring of the individual MTF Business Plan.**
- **Provide concurrent assistance during BP development and conduct reviews providing recommendations for improvement.**

FACILITIES DIRECTORATE

Health Facilities Planning and Projects Office (HFPPO)



Facilities Ops Division

Mr. D. Taber, Head

Major Programs

Special Projects

Maintenance of Real
Property (MRP)

JCAHO Environment of
Care

Facilities Conditions
Assessment

Reliability-centered
Maintenance Training

Maintenance/Repair

MRP funding is based on the Facility Sustainment Model, i.e., total square footage in each facility category code (use of structure) times the cost multiplier for that category code. The result is spread between local funding and special projects. BUMED is now responsible for all Category Code 500 buildings as well as other buildings directly supporting medical operations.

Planning and Projects Division

- **Project Planning** Mr. R. Prescott, Head
 - Responsible for all phases of facilities planning, including the preparation of the Facilities Assessment, Basic Facilities Requirements, equipment planning, economic analysis, staffing projections, and Program for Design.

Projects In Planning Phase

- FUS NSHS Portsmouth, VA.
Completion pending Econo-
pak EA
- FUS NH Camp Lejuene, NC.
Estimated completion 30 JUN
04

Projects In Planning Phase

NH Great Lakes/North Chicago VAMC Joint Venture Project. MILCON is programmed for FY07 as a 3-phase funded project. Current plan is to execute Add/Alt to existing North Chicago VAMC creating the first true “DoD/Navy Federal Health Care Facility”. Navy MILCON is currently budgetd at \$147M.

Projects In Design

- Med/Den Replacement Project
Washington Navy Yard, \$15M XX
SF currently at S-7, tentative start
date: JUN 04
- LDRP Project NH Camp Lejeune,
NC. \$3.5M Alteration of 32K GSF
of existing ward space. Currently
at S-6 level of design effort.
Programmed for execution in FY
05

P-002 Building 215

- \$ 40.724M Renovation project under construction .
- Cost has escalated to \$44.04M
- Contract awarded to JA Jones, contract assumed by Turner Construction
- Multi phased:
 - Phases 1 and 2 completed.
 - Phase 3 -Floors 1 and 2 BOD March and June 2004, respectively.

R1-01, Med/Den Renovation Project NWS Earle, NJ

- \$1.8M, Repair project under construction to upgrade and bring clinic to current code. Contract awarded to local firm, Diversified Construction.
- Completion projected for Mid-March 04

R1-99 Repair Clinic Bldg. 449, NACC Groton

- \$19.57M, 168,000 SF, 4-year phased renovation of existing facility (Bldg. 449). This project is to replace utility systems and modernize the facility. Project was awarded JAN 02 and has escalated to \$28M.
- Completion projected for JAN 06

P-461, Branch Dental Clinic Groton NSB Groton, CT

- \$6.7M, 18,670 SF, 29-chair Replacement Project currently out for bid. Anticipate ground breaking in APR 04 with BOD projected for OCT 05

Future MILCON Picture

- Fewer MILCONS Less new construction with more rehab, additions, and alterations
- Fewer HFPPOs
- More emphasis on Special Projects
- Greater reliance on proper maintenance of medical facilities
- Increased reliance on high tech eqpt.
- Increased planning coord w/ VA and possible Navy/VA Joint Venture MILCON projects

Equipment Procurement

Ms. Ann Jaskowiak, Head, Procurement Division

- Develop procurement strategy and documentation
- Track requisitions
- Track budget; OM, OP, E&F Monies
- Monitor contracts
- Maintain dialog with procurement agencies
- Coordinate shipment to project site

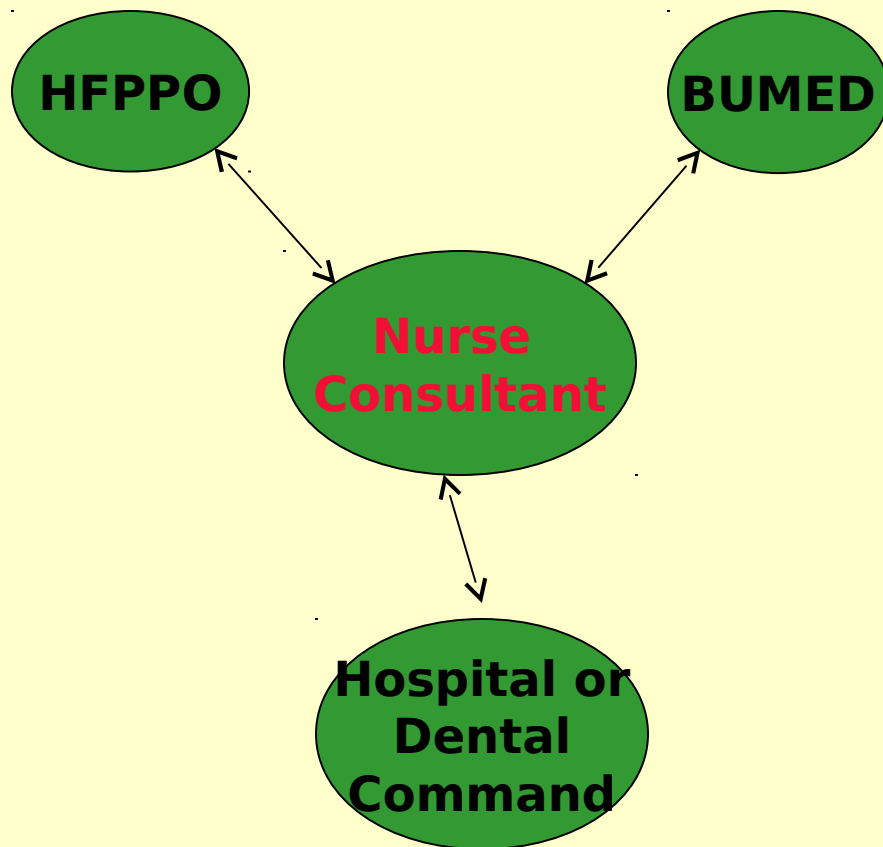
MOU Between HSO Jacksonville & HSO Norfolk

- Procurement Branch processes all Collateral Equipment procurement documentation for the European Theater and selected CONUS projects.
- Med/Den Clinic Albany
- Med/Den Clinic Mayport

Consultant Services

- **Biomedical Engineering** Mr. Robert Cardona
 - Specification review of equipment
 - Design drawing review
 - DIN/PACS concept of operations
 - Evaluate existing equipment for reutilization
 - Turn-key design and supervision
- **Nurse Consultant** CDR Robert Vogler, NC
 - Assists with all Med/Den shore facility planning
 - Claimancy-wide responsibilities
 - Liaison between medical/nursing staff and HFPPO
 - Projects future healthcare trends

Clinical Consultations



- JCAHO questions or concerns
- Liaison between Medical/Nursing Staff and Project Officers on equipment and clinical issues
- Research Clinical questions and project future healthcare trends

Consultant Services

- **IM/IT-Mr. Tom Kenworthy**
- Custom design network hardware infrastructure to support varied missions
- BUMED technical representative for all IM/IT issues for MILCON or special projects
- Additional services: Network administration and management, trouble shooting and resolution, network requirements analysis, design support, configuration support, deployment assistance, and training



ADMINISTRATIVE SUPPORT

Director – Janice G. Vitelli

Administrative Assistant/Supply/CIVPERS – Janice
E. Scott

Management Assistant/Travel – Carmen R. Harris

Management Assistant/Facilities – Juanita B. Bones

Secretary – Victoria A. Highland

Mail and File Clerk – Melvin A. Boone

IM/IT Technician – Toni L. Turbide





ADMINISTRATIVE SUPPORT

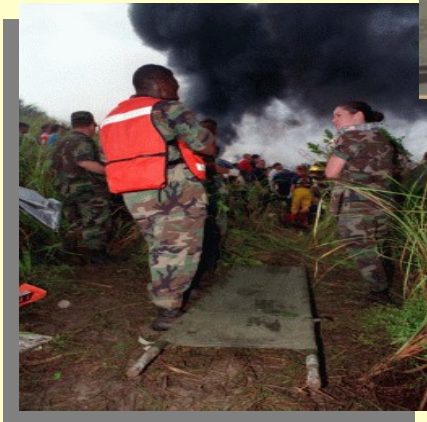


Responsibilities

- Travel
- Procurement
- Property Management
- Information Technology
- Facility and Furniture
- Civilian Personnel
- FITREPs/Evals
- Correspondence
- Mail Management
- Directives
- Military Leave/Liberty
- Sponsor Program
- Telecommunications
- Printing and Duplicating
- Variety of Annual and Semi-Annual

MANPOWER/POMI

LT M. WILLIAMS, MSC, USN
Director





MANPOWER/POMI

To monitor & evaluate BUMED's Component UIC program, MTF & DTF medical and dental readiness programs, and assist BUMED M3F3 with Health Service Support for medical mobilization & contingency operations and BUMED M1-2 with peacetime and backfill support request; to provide technical assistance to HSO Norfolk's AOR for the development and submission of manpower management documentation; to provide manpower and data systems training and technical assistance; and to perform other function and tasks as directed by higher authority .



MANPOWER/POMI



LT M. Williams
Director

Manpower Department

POMI Department

- Ms. V. Crowell

- DTC(SW/AW) M. Douglas
- HM1(SW) G. Duncan



MANPOWER



WORKING ISSUES / OBJECTIVES/ EVERYDAY BUSINESS

- **Provide analysis and accounting of military and civilian authorizations for activities in HSO Norfolk AOR.**
- **Maintain records of all manpower transactions affecting HSO Norfolk Activities.**
- **Analyze military and civilian compensated and uncompensated manpower change requests.**
- **Prepare and submit TMMCA Change packets to BUMED via M1R.**
- **Develop and monitor manpower accounting system for conformance with current policies and procedures.**
- **Liaison between HSO Norfolk AOR, REDE Team and BUMED on execution of manpower change requests**
- **Provide consultation and guidance on Manpower Management and Manpower Systems**
- **Interpret Activity Manpower Documents for HSO Norfolk AOR.**
- **Provide on-site visits to HSO Norfolk AOR on Manpower Management/Systems, when requested.**



POMI



WORKING ISSUES / OBJECTIVES/ EVERYDAY BUSINESS

- **Monitor and evaluate**
 - **BUMED Component UIC Program**
 - **MTF & DTF medical and dental readiness programs**
- **Assist with Health Service Support for Medical Mobilization and contingency operations**
- **Provide assistance with peace time and backfill support**
- **Provide on-site visits to HSO Norfolk AOR on EMPARTS when requested.**
- **Provide consultation and guidance on EMPARTS.**
- **Monitor EMPARTS for data integrity.**



MANPOWER/POMI



GOALS

- **Assist activities in preparation for DMHRSi deployment.**
- **Identify and resolve Manpower and POMI data quality issues within the AOR.**
- **Provide continuous training on Manpower/POMI Systems**
 - **EMPARTS**
 - **TMMCA**
 - **AMPPS**
 - **TFMMS**
 - **SPMS**
- **Assist all activities within the AOR in maintaining up to date Activity Manpower Documents (AMD).**



MANPOWER/POMI



GOALS **CONT.**

- **Assist MTF/DTFs with providing a ready force of personnel in to augment and/or support operational units deployed during time of war, operations other than war, and peacetime exercises and routine deployments.**
- **Support and assist with coordination of operational training for medical, dental, and support personnel.**
- **Monitor and provide guidance for the Medical Augmentation Program (MAP) within the AOR.**



- ✓ **Facilitated the integration of Medical Augmentation Program (MAP) personnel to fleet units to enhance the effectiveness and interoperability of augmented medical personnel in operational, joint, and interagency environments; and provided joint operation and exercises staffing and coordination of medical resources in support of Combatant Commander requirements.**
- ✓ **Joint operation and Combatant Commander requirements included:**
 - ✓ **Operation Joint Task Force-Full Accounting**
 - ✓ **Operation Noble Eagle**
 - ✓ **Operation Enduring Freedom-Philippines**



- ✓ **Operation Enduring Freedom-Maritime Interception Operations**
- ✓ **Operation Enduring Freedom**
- ✓ **Joint Special Operations Task Force-Philippines (JSOTF-P).**
- ✓ **Operation Iraqi Freedom.**
- ✓ **Coalition Provisional Authority (CPA) of Iraq**
- ✓ **Blast Reduction and Victim Assistance (BRAVA)-03 Cambodia**
- ✓ **Exercise and staffing coordination included:**
- ✓ **Unified Endeavor Joint Task Force Exercise**
- ✓ **MEDFLAG 03**
- ✓ **Ulchi Focus Lens 03**



✓ Quarterly Commander-in-Chief, Atlantic Fleet Casualty Receiving & Treatment Ship, and Hospital Ship training for Medical Augmentation Program (MAP) personnel.

The POMI Office provided supported activities with assistance in operational and readiness issues and assisted with training in use of the Expeditionary Medicine Platform Augmentation Readiness and Training (EMPARTS) program, BUMED's first web-based readiness reporting system; providing numerous hours of EMPARTS customer service support throughout the HSO Norfolk Area of Responsibility (AOR) and claimancy.

HSO NORFOLK DETACHMENTS

HSO Norfolk

Lead Agent 1

CAPT A. Sebbio,
MSC, USN
CAPT Paul D.
Garst, MC, USN
CDR M.
Copenhaver, NC,
USN
CDR K. Brennan,
NC, USN
LCDR M. Meyers,
MSC, USN
LCDR L. Race,
MSC, USN
LCDR L. Castro,
NC, USN
LCDR E. Conde,
MSC, USN
HMC R. Dayton,
USN

Lead Agent 5

CDR D. Zubritzky,
MSC, USN

HMC R. Benjamin, USN

HFPPO DET Sewell's Point

LT J. Boyles
MSC, USN

HFPPO DET Groton

LT A. Webster
MSC, USN

